

		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Page 1 of 3 <u>51469-2221</u>
<b>Court Circuit</b>			Forward three (3) copies to address at left.
<b>County</b> Montgomery	<b>Date</b> 2/13/2012		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	General Accounting Certificate of Deposit and Bank Deposit Slips	2330 II 1 A		2000-2004	12.0	4/6/12	shredded
2	Budget and Fiscal Planning Records Materials and Supplies Physical Inventory	2330 II 2 C		1996-1998	1.5	4/2/12	shredded
3	Budget and Fiscal Planning Records Budget Papers and Work Sheets	2330 II 2 G		1989-2002	3.0	4/3/12	shredded
4	Payroll Accounting Records Payroll and Check Register	2330 II 4 B		8/1986	1.5	4/2/12	shredded
5	Payroll Accounting Records Withholding Tax Forms and Statements	2330 II 4 G		2004-2005	4.5	3/26/12	shredded

**Destruction Approved by Maryland State Archives**

2/16/2012 Edward C. [Signature]  
 Date State Archivist

DGS 550-9 (rev. 8/04)

**Destruction Certification**

Brenda Mellich  
 Signature of Court Official

Chief Deputy  
 Title

6/25/12  
 Date

Instructions for Preparation and Submission on next page

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
6	Misc.Accounting Records Bank Books, Statements and Deposit Slips	2330 II 5 A		1986-2004	16.5	3/23/12	shredded
7	Misc.Accounting Records Canceled Checks, Check Copies and Check Stubs	2330 II 5 B		1984-2005	25.5	5/1/12	shredded
8	Misc.Accounting Records Paid Bills and Invoices	2330 II 5 F		1992-2005	24.0	3/26/12	shredded
9	Misc.Accounting Records Reconciliation and Trial Balance Sheets	2330 II 5 K		1963-2004	22.5	5/1/12	shredded
10	Misc.Accounting Records Requisition and Purchase Orders	2330 II 5 M		1995-1998	3.0	3/26/12	shredded

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**Destruction Approved by Maryland State Archives**

2/16/2012 Edward C. Loper  
Date State Archivist

**Destruction Certification**

Brenda W. Melchior  
Signature of Court Official

Chief Deputy  
Title

6/25/12  
Date

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
11	Misc.Accounting Records Fiscal Correspondence	2330 II 5 O		1982-1999	4.5	3/14/12	shredded
12	Administrative Records Personnel Files Records of office employees including books, records, forms, cards and correspondence	2330 I 9		1979-2004	6.0	3/14/12	shredded
13	Misc.Accounting Records Paid Bills and Invoices	2330 II 5 F		1983-2005	7.5	5/1/12	shredded

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**Destruction Approved by Maryland State Archives**

3/16/2012 *Edward C. Green*  
Date State Archivist

**Destruction Certification**

*Brenda Millard* *Chief Deputy* *6/25/12*  
Signature of Court Official Title Date